

STATE OF ARKANSAS

Department of Finance and Administration Human Resources Information Confidentiality and Security Agreement

The State of Arkansas considers all information and data addressing the employment history of an employee contained in the personnel file or within the Arkansas Administrative Statewide Information System (AASIS) to be of a sensitive and confidential nature and subject to protection under the Arkansas Freedom of Information Act of 1967 as amended.

It is agreed that all information obtained from DFA Human Resources and/or CLIP documents is to be treated as confidential. Access to and use of such information or data is subject to legitimate business needs and shall only be authorized for employees whose normal job duties require such access. At no time is such information to be disseminated in a manner exhibiting lack of confidentiality, professionalism, integrity, or with malicious intent.

Each CLIP Liaison will be held responsible for the confidentiality of CLIP documents while the documents are in his/her possession. Additionally, the liaison will be responsible for ensuring that all employees under the supervision of the liaison **and** who assist with the processing of CLIP documents are aware that all Human Resource information is confidential. Employees found to be in violation shall be subject to significant disciplinary action up to and including termination.

This is to certify that I have read and understand this agreement. I will comply with the policy and be bound by its intent.

Name (Print)_____

First Name	Middle Initial	Last Name
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Date_____

Personnel #_____

Name (Signature)_____

Agency_____Division_____

Name of Supervisor_____

Supervisor's Title_____